

A. J. West Elementary



Student/Parent Handbook 2026-2027

A.J. West Elementary
1801 Bay Avenue
Aberdeen, WA 98520

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School Website: <https://www.asd5.org/west>

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Staff Roster

Position	Name	Email Address
Principal	Serena O'Neill	soneill@asd5.org
Office Coordinator	Kim Malizia	kmalizia@asd5.org
Pre-Kindergarten	Dawn Fillo	dfillo@asd5.org
Kindergarten	Jessica Nelson	jnelson@asd5.org
Kindergarten	Ilene Terry	iterry@asd5.org
1st	Jennifer Rhoden	jrhoden@asd5.org
1st	Cathleen Wilder	cwilder@asd5.org
2nd	Tiffany Montoure	tmontoure@asd5.org
2nd	Melissa Veach	mveach@asd5.org
3rd	Jennifer Arquette	jarquette@asd5.org
3rd	Stephanie Polmateer	spolmateer@asd5.org
4th	Laci Hunsaker	lhunsaker@asd5.org
4th	Kristi Swantek	kswantek@asd5.org
5th	Nicole Hartt	nulakovich@asd5.org
5th	Cindy Miller	cmiller@asd5.org
Counselor	Marnie Ranheim	mrانheim@asd5.org
MTSS Coach	Sara Verde	sverde@asd5.org
Music - Band	Erik Peterson	epeterson@asd5.org
Music - Orchestra	Erik Peterson	epeterson@asd5.org
Special Education Resource	Renee Fredrickson	rfredrickson@asd5.org
Special Education Resource	Katrina Ohlemiller	kohlemiller@asd5.org
Special Education ID Program	Helen King	hking@asd5.org
Special Education Transitions	Maria Mays	mmays@asd5.org

Paraeducators & Staff	
Position	Name
Behavior Support Specialist	Deborah Chapin
Custodian	Hogan Haroldson
Custodian	Gary Rhoads
Kitchen	Julie Cramer
Kitchen	Vanessa Lambert
Kitchen	Jordan Connell
Library/Technology Support	Danny Gaddy
MTSS Assistant	Diane Hubble
MTSS Assistant	Conner Otey
MTSS Assistant	Racheal Rose
MTSS Assistant	Jessica Vernon
MTSS Assistant Bilingual	Guadalupe Arias-Morelia
Paraeducator	Shelby Arnett
Paraeducator	Justin Zelepuza
Paraeducator	Shilo Todd
Paraeducator - SpEd ID Program	Anita Onasch
Paraeducator - SpEd ID Program	Rebecca Zvono
Paraeducator - SpEd ID Program	Alyssa Robinson
Paraeducator - SpEd Resource	Geneveve Sawyer
Paraeducator - SpEd Resource	Jeanna Baltazar
Paraeducator - SpEd Transitions Program	Diane Painton
Paraeducator - SpEd Transitions Program	Kellie Pisani
Speech-Language Pathology Assistant	
Occupational Therapy Assistant	Jessica Sison

District Superintendents: Traci Sandstrom and Lynn Green, (360) 538-2002

School District Office: (360) 538-2000

School Board

The Aberdeen School District Board of Directors is made up of 5 at-large representatives elected from the citizens who reside within the school district boundaries. A current listing of the Board of Directors can be found on the Internet at www.asd5.org or by calling the Aberdeen School District office at 538-2000. The board represents the people of the school district. Board members welcome comments and questions from the public. The Board of Directors meets the first and third Tuesdays of each month during the school year at 5:00 PM at the high school at 410 N. G Street in Aberdeen. A copy of the summer meeting schedule can be obtained from the district website.

A Message from the Principal

Hello Parents/Guardians,

Welcome to the 2026-2027 school year!

At A.J. West we believe all students can learn and have unlimited potential. We believe all students deserve a safe and nurturing environment where they feel empowered, capable, worthy, and valued each day. As a school team, in partnership with you, we seek to inspire individual growth in students, building individual thinking and problem solving skills as students grow from PreK through 5th grade on our campus. We strive to create classrooms and learning opportunities where students can take risks and believe in themselves because they know they will be encouraged and supported by our caring staff each day.

The elementary years in a student's life are some of the most fun as they are driven by curiosity and students begin to understand their community, world, and their own identities. We look forward to partnering with you as your student grows toward their full potential.

Please take some time to review this handbook with your student as it has all of the important information you will need about our schools policies and expectations for the year. Sign the *A.J. West Handbook Receipt Form* on the last page and return the signature page to us with your student.

In partnership and excitement for the new school year,

Serena O'Neill
Principal
soneill@asd5.org

Daily Schedule

8:45 am - Covered Area Opens and Playground Supervision Begins

9:00 am - School Begins/ Morning Pledge of Allegiance/Wildcat Expectations/
Breakfast in the Classroom

Lunch/Recess

- 11:40-12:15 - 1st Grade
- 11:40-12:15 - 2nd Grade
- 11:30-12:05 - 3rd Grade
- 11:30-12:05 - 4th Grade
- 12:00-12:35 - 5th Grade
- 12:15-12:50 - Kindergarten

3:00 - Dismiss

General Information and School Policies

School Records Update

Please provide our office with your correct and up-to-date contact information. We need to know where you can be reached during the school day in case of emergencies while your child is in school. We appreciate you keeping us informed so that we can better serve you.

Student Arrival

Students are not to be dropped off before 8:15 in the morning. We have no supervision or activities on our site prior to that time unless they are enrolled in our 21st Century Learning Centers Program. Lunch pails, duffel bags, etc. are the students' responsibility on the playground.

Students Late to School

In the event students are late coming to school, they need to check in with the office. Students will not be admitted to class unless they have been to the office and receive an admittance slip. It is important that students make every effort to be on time as teachers begin with critical instruction as soon as the attendance is taken. Medical, counseling and Court appointments do not count as tardy, but all other late arrivals do count as tardy regardless of whether the parent has excused the child or not. Your cooperation is appreciated.

Temporary Dismissal

Students must bring a note or parents may call the school office if a student has a doctor or dentist appointment. **No student will be allowed to leave the school grounds without**

first checking with the office. Parents need to report to the office to sign your student out. **Students will be called to the office to meet their parents when the parents arrive.**

Early Release Days

All K-5 students are dismissed at 11:45 AM on Early Release Days. Early release days are indicated on the school calendar and A.J. West will provide reminders for upcoming Early Release Days.

Picking Up Students After School

If you pick up your student after school, please make arrangements to meet him/her outside. Please do not ask your child to cross in the middle of the street to meet you as this is very unsafe and illegal. Students who do not walk home, and who are not picked up on time, are taken to the office to wait. If a parent does not arrive before 4:00 PM, Child Protective Services and the police may be notified. Please make arrangements to pick your child up at their dismissal time, as we do not have staff available to supervise them.

Student Absences

Attendance is a critical building block for student learning. If students are not present, they cannot engage in learning. Attendance is a leading indicator of equity that signals when students might need additional support and areas for system and school improvement.

Please call the school each morning before 9:00 AM if your child is absent. As time permits, we try to contact parents of students who do not call, but this is not always possible due to the level of activity in the office. **Students who are absent may not participate in any school-sponsored activities on the day of their absence. On occasions, there are exceptions to this policy. Exceptions to this policy must be cleared in advance with the principal.**

Regular attendance at school is critical to a student's overall success. **Absences are generally considered excessive when the student is gone for more than 10% of the school days within one year (18 days).** Excessive absences can result in the school sending attendance letters; coordinating school and family attendance conferences; and the requirement of filing a Truancy Petition with the juvenile court. An emphasis will be made during the coming school year to limit absences to no more than 10%. If you would like more information regarding the state requirements for attendance, please contact Mrs. Villarreal, Principal, at 360-538-2130 or email nvillarreal@asd5.org.

Washington State Attendance & Truancy Legal Requirements:

RCW 28A.225.005: Beginning of school year ~ Information letter to all students and parents that includes the benefits of regular school attendance; the effects of absenteeism, excused and unexcused, on academic achievement and graduation; the school's expectations regarding attendance; the resources available to assist the child and the parents; the responsibilities of the school; and the consequences of truancy; communicated in a language in which the parents are fluent.

RCW 28A.225.020: After 1 unexcused absence ~ Inform the student's parent/guardian by notice in writing or by telephone, in a language the parent is fluent, whenever the student has failed to attend school after one unexcused absence.

RCW 28A.225.020: After 3 unexcused absences within any month ~ Schedule conference with parent/guardian and student for the purpose of identifying barriers to the student's regular attendance and the supports and resources that may be made available to the family and the steps to be taken to support the student to attend.

RCW 28A.225.020: Between 2 and 7 unexcused cumulative absences in a school year ~ Take data-informed steps to eliminate or reduce student's absences.

RCW 28A.225.018: *After 5 excused absences within any month or 10 cumulative excused absences in a school year ~ Schedule conference with the parent of an elementary student and the child for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an individualized education program (IEP) or 504 Plan, the IEP or 504 team must convene.*

RCW 28A.225.030: Not later than the 7th unexcused absence in a month ~ District shall do one of the following: • Enter into an agreement with the student and parent establishing attendance requirements, OR • Refer student to a Community Engagement Board (CEB), OR • File petition under subsection (1) of RCW 28A.225.030

RCW 28A.225.035: After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year ~ File truancy petition with Juvenile Court. Court must stay the petition.

Breakfast and Lunch

Thanks to an option in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP), **all** students at A.J. West Elementary will receive breakfast and lunch **free of charge!** No further action is required of families to receive free meals; however, it is asked that families complete and return the *Application for Educational Benefits* form to support school funding. You may get a copy of the form from the office.

Use of the Telephone

Our school phone is for business and emergencies. Before coming to school, students need to make arrangements about where they are to go after school and what activities they are going to attend. We do not allow students to use the phone to arrange after school activities. We do allow students to use the phone in emergency situations.

Messages to Students from Home

While we are able to deliver critical messages from you to your child during the school day, please be aware that any messages called in or left on our school voicemail may not reach your child before school ends. It is important to make after-school arrangements with your child before sending them to school in the morning. It is also helpful if you call at least 30 minutes before school is out as the last portion of the day is often the busiest time in the office and classroom.

Cell Phones and Other Electronic Devices

We understand that cell phones and other mobile devices have become an integral part of our society and that many parents/guardians feel safer knowing that their children have a way to contact them in the event of an emergency. Cell phones and other mobile devices can be a major disruption during school hours. Students may have cell phones and other mobile devices at school, but they must be **turned off** and kept in a backpack during school hours. Students will not be allowed to call or text anybody during school hours, including parents/guardians. If students must contact a parent or guardian, they must do so using the classroom or office phone. Other electronic devices, such as games or tablets, are not allowed at school.

If students violate these rules, the following steps will be taken:

- On the first incident, the phone or wearable mobile device will be confiscated for the day, and then returned to the student at the end of the school day.
- On the second incident, the phone or wearable mobile device will be confiscated, and may only be returned directly to the parent or guardian.
- On the third incident, the phone or wearable mobile device will be confiscated. The Principal, parent, and student will agree to an option to either leave the phone or wearable mobile device at home, or give it to Office Staff each morning and pick it up at the end of the day.
- If cell phones or wearable mobile devices are used in conjunction with other offenses (i.e. bullying, harassment, etc.), other consequences will apply in addition to confiscation.
- The school assumes no responsibility if cell phones or other electronic devices are lost, stolen or damaged.

Medication

A parent and physician must complete “Permission to Administer Medication at School” forms if your child is to take medication of any type, including over-the-counter medications such as Tylenol or Claritin-D, during school hours. **This form is required yearly.** All medication (including over-the-counter medication) must be in its original container and completed forms must be turned into the office. School staff will supervise the administration of the medication to your child. Copies of the required form may be picked up in the office. Please do not send your child to school with any medication (such as aspirin, cough syrup, etc.). Parents must personally drop off any medication in the office.

Communicable Diseases

Please notify the school if your child should contract a communicable disease such as head lice, fifth’s disease, measles, MRSA, or chicken pox.

Insurance

Our school district offers an optional student insurance plan. We will send home information on this plan soon after school starts. If you do not have insurance for your child, we urge you to review this policy.

Bicycles, Scooters and Skateboards

If parents wish, students may ride bicycles to school. We have bicycle racks for storage. Students are urged to lock their bikes in the racks that are provided. Students with scooters and skateboards are to keep them in a safe place during school. The school is not responsible for lost or stolen bikes, scooters or skateboards. The bike rack by the front office is the most secure as it is most visible.

All students must follow the laws regarding bike, scooter and skateboard riding. This includes wearing a helmet. Failure to obey the laws regarding the riding of bikes, scooters or skateboards will result in the loss of privilege to ride them to and from school. No bicycle, scooter or skateboard riding is allowed on the playground.

Lost and Found

A lost and found area is provided in our school for unlabeled, unclaimed clothing. During conferences, items are placed on tables for easy identification by parents. Unclaimed items are given to the local clothing bank. Items that are labeled with the student's name are returned to the student.

Treats at School

The health and nutrition of our students is one of our primary concerns. We have numerous children and adults who suffer from various allergies; some are life threatening. If you would like to bring treats to your child's classroom for a special event like a birthday, **please contact the classroom teacher first**. All treats to be distributed at school must be commercially made and packaged, and must include the ingredients label. We cannot distribute home baked goods or home cut fruits.

Birthday Parties/Invitations/Items to be Sold

Invitations to after school or weekend birthday parties are not to be distributed at school. Please be aware that items to be sold by students at school for non-school fundraisers are not permitted.

Weapon Free Zone

By state law, schools are weapon free zones. Weapons include but are not limited to the following: knives (of any sort or size), guns (real or look alike), martial arts instruments, and common items used with an intent to inflict bodily harm to another person. Any student who brings dangerous objects to school is subject to discipline as outlined by state law, which includes but is not limited to expulsion.

Weapons Policy

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities. It is also a violation of district policy for any person to carry or use in a threatening or disruptive manner any device, which resembles or is intended to look like a dangerous weapon. Any such violations shall be taken seriously by school officials and will be subject to corrective action or punishment.

School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline.

Tobacco Policy

District policy prohibits the use of tobacco by students, staff or visitors on school district property. Possession or distribution of tobacco products by minors is prohibited. School district property includes all district buildings, grounds, and district-owned vehicles. Students are subject to discipline for violations of this policy. E-cigarettes are treated as tobacco products and subject to the same policies.

Drug/Alcohol Policy

Federal Law requires that parents and students be notified in writing annually about the district discipline policy regarding drugs and alcohol. Ours is as follows:

The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. No student shall consume or have in his possession any alcoholic beverage on any school grounds, or immediately prior to, or while engaged in, or scheduled to be engaged in, any school activity, or while on the way to, or from, school or a school activity. Students under the influence, or in possession of, drugs/alcohol illegally will be subject to the following actions:

1. They will be removed from the class or activity where they will be isolated from others.
2. The student's parents, guardians, or other designated responsible persons will be notified.
3. Law enforcement officials may be contacted and the facts reported to them.
4. Consequences: a) long-term suspension or suspension for the remainder of the semester or expulsion; or b) students who agree to a drug/alcohol assessment by a Drug/Alcohol Counselor to determine if a chemical problem exists, and who agree to follow the recommendations made by the assessment counselor during the follow-up conference, may be placed on a short-term suspension.

Students taking prescribed medication must be able to produce a doctor's authorization if requested to do so. Compliance with standards of conduct is mandatory.

Dress Policy

School dress standards set a tone that impacts the learning environment. Students should be dressed appropriately each day for the variety of activities in which they may participate, including PE and recess. Clothing that directly or indirectly advertises gangs or suggests the use of drugs, alcohol, tobacco products or which attracts undue attention is considered disruptive to the educational process and therefore may not be worn.

These guidelines must be followed:

- Students will come to school prepared for all learning environments, such as PE and recess: wearing shoes, pants (or skirts/dresses), shirts, and a jacket or sweatshirt for outside.
- Shirts/tops for students need to cover their backs, stomach area and shoulders. Shirts exposing the stomach or which are low-cut or backless are not allowed.
- Pants must cover buttocks and underclothes when sitting.
- Pajamas and slippers are only allowed on themed events.
- Clothes need to be without reference to tobacco, drugs, alcohol, gangs, violence, sexual themes.
- Bandanas, hats, and hoods are not permitted on the building or classroom unless permission is given by the principal. Hooded sweatshirts are permitted, but hoods may not be worn indoors and they are not considered to be hats on "hat days."
- Students should refrain from wearing high heels and flip flops due to safety reasons and participation in PE class.
- Shorts, skirts, and dresses should be long enough to cover the mid-thigh of the student. A good rule of thumb is to make sure the clothing item is longer than the finger tips when arms are straight to the side.

Students will be asked to change if their clothing does not match the school dress policy. We have a limited amount of clothing for students to borrow if their attire is not appropriate for school. Sometimes what we have does not fit the child. In those cases, the parent will need to bring a change of appropriate clothes before the student may return to school activities. Parents will be contacted if their student's dress interferes or disrupts the overall learning atmosphere at school.

[A. J. West P.T.O.](#)

The Parent/Teacher Organization at A.J. West is a busy, dedicated group. They sponsor our Family Bingo Nights, assemblies, field trips, playground equipment, and **MORE!** If you would like to join PTO or want more information, please contact the school office.

Student Government

Student body officers are elected from fourth and fifth grades each year. They participate in our Associated Student Body affairs. These students meet regularly and plan events that encourage school spirit and student engagement.

School Mascot/Colors

Our school mascot is the wildcat and our colors are burgundy and blue. We encourage students to wear these colors on "school spirit" days. Wednesdays are designated "West Wednesdays." Students and staff are encouraged to wear their A. J. West clothing or school colors.

Volunteers

Volunteers are needed for both long- and short-term projects. If you would like to volunteer your time and talents, please contact the school office. School volunteers must complete a Washington State Patrol background check and sign a confidentiality contract prior to beginning to help at school. Volunteer forms must be completed and updated

every school year. All volunteers must check in at the office and pick up a visitor's button before entering the classroom buildings or a classroom. The visitor's button or sticker identifies authorized visitors for our staff and students.

Special Programs

A.J.West offers programs for students who need special assistance in their learning. To qualify for assistance, students must be referred for testing and meet state standards determined through individualized testing administered by a school psychologist. We also have an Multi-Tiered System of Support (MTSS), which offers assistance to students who are not performing up to grade level standards. To qualify for MTSS, students must be referred by their classroom teachers and meet a predetermined criteria based on the student's performance on assessments.

Counseling Services

Counseling services are available to all students. Our counselor provides a number of classroom lessons and guidance activities. Students may also meet with the counselor in a group or individual setting. The focus of group or individual meetings is to help a student acquire the skills needed to succeed in a school setting or to help resolve a conflict. Please remember if a child discloses information that they or someone else is being harmed or harming others, school personnel have a duty to report to the proper authorities/agencies. If requested by the court systems, information may be released. Information gained during counseling sessions may be shared with parents/guardians or other necessary school personnel when deemed appropriate. Information will not be shared with other students or other families. Additionally, parent resource materials are available in our school library and the counselor has a variety of materials for parents to borrow.

Internet and District Network Usage

The school district network is provided for students to conduct research and receive instruction from the worldwide web. An Internet Acceptable Use Policy agreement is filled out when a student registers in the Aberdeen School District. This form is renewed as it is revised by the District or when the students transition to a new building.

Music, Band, and Orchestra

General music instruction is provided for all students in grades K-5. 5th grade students have the opportunity to participate in Band or Orchestra. Participation is optional and students must have an instrument to participate. There are options for acquiring an instrument.

Other General Information

1. If a student has been ill and parents are requesting that he/she not be allowed outside for recess, a dated note should be sent to your student's teacher each day. In general terms, if a child is too ill to participate in all school activities, including recess and PE, they are too ill to come to school.

2. Students who walk home after school will be required to leave as soon as school is dismissed. To ensure safety for all students and staff, students are not allowed on the playground or school grounds after school is dismissed.
3. Parents are encouraged to visit school whenever they can. If you would like to visit your child's classroom, you must first complete a background check and receive approval. Please call the principal at least 24 hours in advance to arrange a classroom visitation. All visitors must check in at the office and pick up a visitor's button before entering the halls or a classroom. All visitors must wear a visitor's button. This identifies authorized visitors for our staff and students.
4. **If you have something to deliver to your child, please bring it to the office and we will see that it gets delivered.**

Emergency School Procedures

Monthly emergency drills provide practice so that staff and students know what to do in case of a real emergency. The drills practiced throughout the year are fire, earthquake, tsunami, lockdown; and dangerous intruder.

Fire

In the event of a fire during school hours, the students would walk to Hopkins School. We would house students there until parents were contacted to pick them up. No student would be dismissed until all students are accounted for.

Earthquake

In the event of an earthquake during school hours, students would not be sent from the building until the shaking has stopped. A quick safety inspection would be conducted and a suitable safe spot selected to house students until parents could sign them out.

Tsunami

Tsunami warnings usually allow for adequate time to dismiss students from school. In case of an emergency situation, A. J. West students would walk to a rendezvous point on Scammel Hill. Parents would then be contacted to pick up students from that point.

Student Discipline Guidelines and Procedures

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences which will occur when said standards are not met. These are guidelines to be interpreted by specifically trained, professional staff members at A.J. West Elementary. Each incident will be considered according to the individual merits of the case. As in any set of regulations concerning procedural operation, it is not possible to specify every conceivable situation. School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for

the routine operation of the school. A.J. West Elementary has the authority to discipline for off-campus activities which take place at any time of the year if it can be established that there is a detrimental effect on the educational atmosphere's safety and good order. Please also refer to Board Policy #1330.

District Wide Discipline Procedure

Students are expected to obey all rules at school. When a student breaks a rule, they can expect to be disciplined. Depending on the rule that has been broken and the circumstances surrounding the problem, one or more of the following will occur:

1. An individual conference with a teacher or para-educator is the first step. Consequences may be a verbal warning, loss of school privileges (i.e. recess, lunch playtime), after school detention, suspension or expulsion. The principal will be involved in all cases requiring suspension and in most cases involving detention.
2. The student may be referred to the principal (this option can be exercised by teachers or para-educators). The adults will then work together to determine the best plan.
3. In case of detention after school, the parent will be notified 24 hours in advance.
4. General guidelines: The Aberdeen School District believes that schools and families work together for the good of the students. Early involvement of parents when discipline issues arise is essential to a student's successful school career. When students know that home and school expect the same behaviors and believe the student is capable of good behavior, the more likely the student is to make good choices. The principal's role in supporting the student is also essential.
5. If a student receives a written conduct violation from a staff member, the child will meet with the principal. The principal will write a brief report outlining the violation and the steps the school has taken or is taking to correct the behavior. If the violation is serious enough to warrant a suspension either in school or out of school, the parents will be contacted immediately.
6. Always, if any parents have concerns or questions, they are encouraged to contact the principal or classroom teacher.

Student Rules

At A.J. West, we have three simple building and playground guidelines. We expect these guidelines to be followed by every member of our school community, including students, staff and visitors to our building. These guidelines are learned and practiced in each classroom, and are posted throughout the building. In addition, A.J. West Elementary utilizes a Positive Behavior Interventions & Supports (PBIS) system for student behavior. It includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. A continuum of positive behavior support for all students within the school is implemented in areas including the classroom and non-classroom settings.

We follow these guidelines for success:

1. Be respectful
2. Be responsible
3. Be safe

Definitions:

Respect and responsibility for SELF means:

I do my best and make good choices, play and work safely, and take good care of myself.

Respect and responsibility for OTHERS means:

I treat others as I wish to be treated, with kindness and compassion. It means I accept differences in others and value those differences.

Respect and responsibility for PROPERTY means:

I take care of our school and our materials. It means I clean up after myself and help others take care of our home, school, and community.

Common Area Behaviors

In our school, we have specific rules that reflect the three school-wide expectations.

A.J. West Common Area Behavior Matrix

Guidelines	Be Respectful	Be Responsible	Be Safe	Be Kind
Lining up	- Voice level 1 (saying excuse me or please and thank you) - Voice level 0 (when waiting or a whistle is blown) - Listen and follow directions - Quiet Lines that are ready to go	- Put all materials and/or equipment away - Line up quickly and quietly - Straight line facing forward - Stay in your own personal space	- Walk to line - Keep hands, feet, and objects to self - Leave line only in case of emergency (need help or hurt) - Stand quietly and wait for directions	- Make room for each other - If someone is misbehaving, show by example, not with words, the correct way to stand in line.
Hallways	- Voice level 0 - Admire artwork with eyes only - Close lockers quietly - Quiet hallways with no class interruptions	- Walk directly to where you need to be - Listen and follow directions - Walk on right side of the hallway (unless directed otherwise) - Return promptly to class	- Walk in single file line, facing forward - Keep hands, feet, and objects to self - Remain in your line	- If you see trash, pick it up and throw it away - If someone is misbehaving, show by example, not with words, the correct way to walk in the hall.
Cafetería	- Voice level 2 - Listen & Follow Directions - Wait patiently and quietly in the single file lunch line - One person at the cafeteria computer at a time	- Aim for zero food waste - Make healthy food choices, take an adventure bite! - Clean up after yourself, dump your own tray - Raise hand to be dismissed - Exit through the correct doorway	- Use walking feet - Keep hands, feet, and objects to self - Eat only your own food - Clean up with permission - Stay seated on bottom with legs under table until you are dismissed	- Good manners, say please and thank you especially to the staff serving you - If someone needs your help, offer assistance if you can. - If you see someone eating alone, ask to sit next to them and introduce yourself. Get to know a new friend.
Recess	- Voice level 0-3 - Follow directions and game rules - Show good sportsmanship - Include everyone	- Use equipment appropriately - Dress appropriately for weather - Line up when recess whistle blows - Exit and enter building quietly - Be responsible for personal property (clothing, hats, etc.)	- Keep hands, feet, body and objects to self - Walk in the under-cover area and chip area - Stay within boundaries - No kicking balls under the covered area - Put equipment away properly	- Use encouraging words if someone makes a mistake playing games. - If someone is hurt, get them help - Play fair - Ask someone to play - Be a problem solver. If you have a disagreement, listen to other person, try to resolve it <u>without</u> going to a staff member.

Bathroom	• Voice level 1 • Respect privacy • Enter and exit stalls through door only • Close doors quietly	• Use quickly and quietly • Flush and clean up after yourself • 2-2-2 Rule: 2 pumps of soap, 2 towels, 2 mins • One person per stall	• Walk • Keep hands, feet, and objects to self • Water stays in sink – no water on floor • Place trash in garbage	• Use good manners
Library	• Voice level 0-1 • Treat others and materials with respect • Listen and follow directions	• Bring your books back on time & in good condition • Leave shelves in neat condition	• Walk • Keep hands, feet, shelf markers, etc to self	• Use good manners when speaking to others • If you found a great book, encourage others to read it too
Classroom	• Voice level 0-2 • Listen and follow directions • Work cooperatively with others • Listen carefully while others are speaking	• Be on time with materials ready • Clean up after yourself • Do quality work and give your best effort • Be a problem solver • Be prepared to learn	• Stay in your personal space • Use walking feet • Use materials, technology and equipment appropriately • Four on the floor	• Show empathy towards others by trying to understand how they feel • Get to know your classmates • Share materials • Wait your turn to be called on, don't be a blurter
Assembly	• Voice level 1 before and after assembly • Voice level 0 during assembly • Eyes on speaker, listen and don't allow yourself to be distracted • Applaud appropriately	• Sit bottom on the floor with legs crossed • Listen for directions • Use audience skills • Face forward towards speaker	• Walking feet • Keep hands, feet, and objects to self • Stay in your personal space • Stay seated until dismissed • Sit quietly during event	• Use your manners • Save conversations and play for recess time
Entryway/ Office/ Nurse	• Voice level 1 • Wait your turn • Be Polite	• Have Pass • Go directly there and back	• Keep walkway clear	• Use your manners • Open doors for others

General Expectations

1. Assaultive behavior, harassment of any kind, use of bad language, bothering others' belongings without permission, disorderly conduct, damaging school property, disobedience, or defiance have no place at school and will result in disciplinary action.
2. Students leave personal items at home (this includes but is not limited to toys, balls, electronic devices and make-up or finger nail polish). The school will issue playground equipment for use on the playground. If personal items are brought to school and are lost, stolen or broken, A.J. West takes no responsibility for these unauthorized items.
3. Students are permitted on the playground at 8:15 when supervision is present.
4. Students are expected to follow the directions and requests of any staff member/substitute in the building, on the playground, or during school sponsored activities. Students are expected to follow adult directions with respect and with an appropriate attitude.
5. Students should refrain from:
 - a. spitting
 - b. running in the halls
 - c. tag games
 - d. rock throwing

- e. climbing on walls or fences
- f. going into the building before school starts without permission
- g. stopping for drinks or using the restroom without permission

Cat Tracks

Staff will be looking for positive student behavior, and will award those students Cat Tracks. Cat Tracks can be redeemed at the Cat Track store for experience-based rewards, such as Fancy Lunch with Friends, Assistant Principal for the Day and Wear Pajamas for the Day, just to name a few.

An Important Reminder

In life, natural consequences face us each day, in every decision we make. School is a safe place where children learn which decisions are the most productive: those which produce positive natural consequences. Thus, even playground and social situations are vast learning grounds for making good decisions. Therefore, logical 'natural consequences' are used when less positive decisions are made. This could include being "out", receiving a short time-out, a conference with a supervisor, the counselor, teacher, or sometimes the principal. All of these consequences have the same positive goal: to help each child learn to make good decisions.

In the event when a child participates in bullying, intimidation and harassment not corrected by discussion or the above measures; parents will be involved and district discipline procedures will be used. While these instances are rare; they are taken seriously and handled immediately. The policies and procedures pertaining to this are covered in the District Policy and Procedure manual which is sent home each year.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school"

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB [3207F Reporting Form](#) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer Co-Superintendents, Lynn Green and Traci Sandstrom (360) 538-2002 that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's [HIB Policy 3207 and Procedure 3207](#).

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's [Nondiscrimination Policy 3210 and Procedure 3210P](#), visit www.asd5.org.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's [Sexual Harassment Policy 3205](#) and [Procedure 3205P](#), visit www.asd5.org.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Christi Clinkingbeard, 216 N G St., Aberdeen, (360) 538-2003

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Christi Clinkingbeard, 216 N G St., Aberdeen, (360) 538-2003

Concerns about disability discrimination:

Section 504 Coordinator: Dr. Richard K. Bates, 216 N G St., Aberdeen, (360) 538-2018

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Christi Clinkingbeard, 216 N G St., Aberdeen, (360) 538-2003

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation

- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent or designee, then to the board of directors, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure [3210P](#) and Sexual Harassment Procedure [3205P](#).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure [3210P](#) and the HIB Procedure [3207P](#) to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools [Policy 3211 and Procedure 3211P](#), visit www.asd5.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Christi Clinkingbeard, Human Resource Director, (360) 538-2003.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Aberdeen School District Parent Involvement

The school board believes that the education of children is a joint responsibility, one it shares with the parents and the community. To ensure that the best interests of the child are served in this process, a strong program of communication and/or collaboration between home and school must be maintained. The board believes that it is the parents who have the ultimate responsibility for their children's in school academic achievement and behavioral conduct. During school hours, the board, through its designated staff, shall strive to serve the interests of parents in providing for the safety, health and welfare of their children.

The board directs the superintendent to develop activities that will enhance homeschool cooperation. Such activities may include, but not be limited to:

- Conducting parent teacher conferences which facilitates two way communication between home and school;
- Holding open houses which provide parents with the opportunity to see the school facilities, meet the staff and review the program on a first hand basis;
- Disseminating building and room newsletters to parents on a regular basis;
- Conducting meetings of parents and staff members to explain and discuss matters of general interest with regard to child/school, childhome, or child school/home/relationships;
- Conducting meetings of staff member(s) and individual or groups of parents of those students who have special abilities/aptitudes, disabilities, needs or problems;
- Sponsoring or cosponsoring special events of a cultural, ethnic or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community;
- Collaborating with parents, students and staff in school improvement planning, development and implementation; and
- Providing interested parents of preschool children with information and/or training on successful parenting practices.

For the benefit of children, the board believes that parents have a responsibility to encourage their child's performance in school by:

- Supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's willful in school behavior;
- Sending children to school with proper attention to their health, personal cleanliness and dress;
- Maintaining an active interest in the students' daily work and making it possible for the student to complete assigned homework through providing a quiet place and suitable conditions for study;
- Reading all communications from the school, and signing and returning them promptly when required;
- Cooperating with the school in attending conferences set up for the exchange of information on the child's progress in school; and
- Participating in school activities and special functions.

A.J. West Parent Involvement Policy

Annual Learning Assistance Program (LAP) and Title I Parent Meeting

During a PTO meeting in the fall, the LAP and Title I plans will be presented. Changes in the plan from the previous year will be highlighted.

Yearly Parent Meetings and Activities

We strive to involve families in a variety of meaningful meetings and activities. These meetings include but are not limited to:

Open House
PTO Meetings

Family Activity Nights
School Concerts and Performances
Assemblies

School Performance Profiles

Each year a school performance profile is made available to parents. Also available is a more comprehensive profile using information gathered by the School Improvement Team. The data collected and reported by the School Improvement Team includes information regarding student achievement and behavior.

Assessment results are shared and explained during parent-teacher conferences. Letters are also sent home inviting parents to arrange conferences with the principal for further explanation and planning regarding assessment results. Testing, curriculum and student standards are reviewed during Open House, PTO meetings and specially called meetings.

Student-Parent-School Compact

During the fall of each school year students, parents and school staff will be asked to sign the student-parent-school compact. The compact explains the responsibilities of each party in regards to student achievement.

As a school, we will:

- know your child's needs and try to meet them.
- communicate regularly with families.
- provide a safe and positive learning environment for your child.
- provide meaningful learning activities both in and out of school.
- assist your child in the selection of reading materials.

As a parent/guardian, I will:

- attend one evening school function and all regularly scheduled student-parent-teacher conferences.
- help my child read at least 15 minutes at the minimum of four nights a week.
- visit the library on a monthly basis with my child or provide a source of new reading material for my child.
- send my child to school on time and make sure he/she is well rested.
- talk to my child about school and assist with homework.

As a student at A.J. West Elementary, I will:

- respect myself, my school and all others.
- read at least 15 minutes a day or more.
- complete and turn in all my schoolwork on time.
- go to bed at a reasonable hour and eat a healthy breakfast and lunch.
- come to school on time and ready to learn.

We agree that students will have the greatest opportunity to succeed in school when we work together to accomplish these things.

Student Signature

Parent/Guardian Signature

Teacher Signature

Date

A.J. West Elementary Handbook Receipt Form

This handbook is intended to be a general guide toward student behavior. It is not intended to be an exhaustive list of rules. We believe it is our duty to try to provide a warm, caring environment for learning. We expect that students will give their best effort and treat others with kindness and respect. We view educating your child as an important task requiring teachers, parents, and your child to work together. If you have any questions, please contact the school office at 538-2130, or your child's teacher. Thank you

We have read and understand A.J. West Elementary School's Student Handbook and agree to follow the rules and procedures therein.

Student Signature

Parent/Guardian Signature

Date

*Please return this signed form to your child's teacher.